

## DEANS' COUNCIL MINUTES

October 7, 2013– 1:00-3:30 pm – Charles Hunter Room, HCC

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**Present:** Gerry Calvasina (proxy for Carl Templin), Travis Rosenberg (guest), John Eye, Robert Eves, Ray Grant, Gerry Calvasina, Thom McFarland, Julie Taylor, Student, Mark Atkinson, Brad Cook, Bill Byrnes, Grant Corser, Shauna Mendini, Nichole Wangsgard, Jim McDonald, Christian Reiner, Bruce Tebbs, Travis Rosenberg

**Excused:** John Allred, Carl Templin

### I. Review of Minutes

*Motion to approve minutes from September 23, 2013 Deans Council. Seconded. APPROVED*

### II. Visitors/Guests- Information & Discussion Items

#### **Adjunct Report & Policy 5.32 (David McGuire & Travis Rosenberg)**

Policy 5.32 has recently been updated in response to healthcare reform. Further updates are needed to clarify how many ICH an Adjunct can teach during the year. Recommended language from Human Resources would set the cap for Adjunct ICH at 75% of what a Lecturer load is for that area. Human Resources will work on language and the policy will move through the standard channels. **Brad Cook asked the Deans to discuss this policy at their Chairs Meetings and get feedback to Travis or David.**

### II. Provost's Report

#### **SUU & China**

The Provost asked Jim McDonald and Mark Atkinson to report on their recent trip to China. Jim McDonald's focus in China was getting the MPA 'pipeline' going in Hunan, Wuhan, and Shanghai, and working on articulation language. Art Challis, from the Communications Department, was a part of this trip, and was able to discuss how to integrate the Communications department into our international programs. Many universities in China have English majors, with emphasis areas such as Business, English, and Technical English, which could be a good fit for articulation to SUU graduate programs in Communications or Business.

Mark Atkinson's focus during the visit was ESL and developing agreements with institutions. Mark created a business model based on the 9 levels of proficiency that exist in the current ESL program. SUU would provide institutions with our ESL curriculum for levels 1-5, and send a faculty member to China to teach these levels. The students from China would then come to SUU to complete levels 6-9. Shanghai Sandia University is very interested in SUU's Accounting degree, and the possibility of a 2+2+1 program to get a Masters in Accounting.

#### **Smart Growth Update**

The Smart Growth task force made its initial report to President's Council on October 1<sup>st</sup>, and will give a second iteration of the report at the October 15<sup>th</sup> Presidents Council meeting. The task force has worked to determine a possible demographic of what an additional 400 students might be through Smart Growth: approximately 110 might be resident undergraduates, an additional 50 might be from retention, an additional 60 might be non-resident undergraduates, and an additional 15 might be non-resident international undergraduates. Smart growth could include an additional 30 to 50 students, non-residential, completing a degree online. Growth following this pattern would not stress our existing system, and could produce an additional \$2.5M in additional funds through tuition growth. These funds would be utilized for academic endeavors, including relieving 'bottleneck' courses.

### III. Action Items

#### **Policy 6.41- Academic Program Review (Bill Byrnes)**

As discussed at the September 9 meeting, this policy has been updated with new information about Key Performance Indicators and Program Review Criteria. Appendix A has been revised, and now includes a place for external reviewers to offer comments. The following amendments were proposed:

- Spell out “Key Performance Indicators” in Appendix A.
- Make “Data from TracDat” the KPI for 3C5 on page 13.

*Motion to approve policy, as amended. Seconded. **APPROVED.** Policy will proceed to Faculty Senate.*

#### **Policy 6.5 – Undergraduate Admissions (Brad Cook)**

Edits to this policy were presented before Deans Council adjourned for the summer. Faculty Senate had concerns about Section VI Part A Section 5 (Application Procedures for International Students) and how English language proficiency would be determined for international students. Deans Council had recommended three versions of language for this section: “Applicants must provide verification of English Language Proficiency...”

- ....’as recommended by the Presidents Council and approved by the Board of Trustees.”
- .....’through the computer based Test of English as a Foreign Language (TOEFL), or the International English Language Testing Systems (IELTS), or another acceptable national standardized test.”
- ....’through an acceptable national standardized text.’

The proposed language would read:

- ....’through the computer based Test of English as a Foreign Language (TOEFL), or the International English Language Testing Systems (IELTS), or another acceptable national standardized test.”

The following Amendments were proposed:

- Proposed amendment to remove “another acceptable national standardized test” from the proposed text
- Proposed amendment to add the word “Undergraduate” before the word “International Applicant” wherever it appears in the policy, to clarify that this applies only to Undergraduates.
- Proposed amendment to change text from “computer based Test of English as a Foreign Language” to “Internet based Test of English as a Foreign Language” because the test is on the Internet.
- Proposed amendment to unstrike a portion of the text on page 4, Section 3, b, so the sentence reads, “Students transferring with 24 semester hours or more (45 or more quarter hours) and the minimum required GPA will be admitted.”

*Motion to approve policy, with proposed amendments noted edits. Seconded. **APPROVED.** Policy will proceed to Faculty Senate.*

## **V. Information/Discussion Items**

### **National Survey of Student Engagement/NSSE- SUU Snapshot (Bill Byrnes & Christian Reiner)**

Bill and Christian presented a snapshot of the NSSE from Spring 2013. Our comparison group is public universities with 5k-10k students. The NSSE will be examined in greater detail in the next two Deans’ Council meetings. Christian is working to get information for colleges/schools and departments to each dean. In comparison to the national average, we are doing well with collaborative learning. For first year students, we excel in quality of interaction between instructor and student, and instructor organization. We have room for improvement in exposure to people of other race/ethnicity/backgrounds. Greatest perceived gain among senior students is the ability to think critically and analytically. In the student-rated “Satisfaction with SUU” we are 11 points higher than the average.

### **5 year Assessment Plan (Bill Byrnes)**

Bill reminded the council that this document, which maps out a 5 year timeline to complete the assessment process, is available on Canvas. If you would like to provide feedback about the plan, contact Bill Byrnes or Christian Reiner.

### **New Policy Website (Bill Byrnes)**

SUU's Policy website is being reconfigured to be more user-friendly. Once functional, the new site will allow users to search for text in policies, navigate through policies using hotlinks at the top of each page, and view each complete policy as a PDF. Google Analytics could be utilized to track how many times each policy is accessed. These figures could give us a better idea of how often each policy is accessed or requested.

#### **Digital Media Online Graduate Degree (Thom McFarland)**

SUU is exploring the feasibility of an online Master's Degree in Digital Media. Working professionals could participate in this program. Utah Valley University graduates about 80 students a year in a Bachelors of Digital Studies. The degree would be primarily online, and any in-person elements would take place in the summer and through practicum experience. We could utilize a number of existing courses for this degree. Emphasis could include: Media/Web Development, Learning Platforms & Communities, Film & Video production, Animation & Game development; Education & Online Courseware. The following volunteered to be part of a task force to continue to explore the feasibility of this degree: Robert Eves, Mark Atkinson, Shauna Mendini, Gerry Calvasina, Jim McDonald, Deb Hill (Nichole Wangsgard volunteered on behalf of Deb Hill.)

#### **Smart Growth Capacity (Thom McFarland)**

Thom McFarland presented information about how capacity consideration plays a role in our Smart Growth plan. Capacity involved involves facilities, teaching, housing, recruitment, staffing & technology. To better manage our growth we may need more sophisticated modeling

#### **Spring Ceremony for Tenure & Rank Advancements (Brad Cook)**

A Faculty member brought forth the idea of holding a recognition event for Faculty that receive Tenure and Rank Advancements. Grant Corser will help chair a committee to explore this idea. The proposed event would be held in the evening, and would include a recognition ceremony, with faculty and administration dressed in Academic Regalia. The event would need to take place in April, after the LRT process is complete, and could be tied in to the Festival of Excellence.

#### **Consolidation of International Efforts (Brad Cook)**

Patrick Clark, Mark Atkinson, and Steven Allen have been tasked with putting together a strategy for how we can be smarter with our many international efforts, including: ESL, study abroad, and students that matriculate to SUU.

#### **Masters of Science in Forensic Science/MSFS Program (Brad Cook)**

This degree was established in 2005-06. Because enrollment in the program was not as high as anticipated, the program was put on hold in 2009. In 2012, the Political Science and Criminal Justice departments revived the program to see if it could fit into a Master's degree in Criminology. Again, enrollment has not been as high as anticipated, and a request to officially discontinue this degree will be presented in an upcoming Board of Trustees Meeting. Criminal Justice faculty could still develop a degree in Criminology, but it would need to be separate for the MSFS program. There are currently about 15 students in the MSFS who will be educated out of the program.

#### **Director of Grant & Contracts (Brad Cook)**

Joan Fitton, the current Director of Grants & Contracts, is retiring. She will step down in December, but will help direct the Festival of Excellence in April. Bruce Tebbs will chair the search committee to fill this position. There will be a national search for this position.

#### **VI. Reports (2 minutes per report)**

**John Eye:** Dr. Sharon Weiner, Vice President of the Nation Forum on Information Literacy, will visit the campus of SUU in a few weeks. If you have groups that would be interested in meeting with her, please contact John Eye. John and his committee-members continue to work on Policy 5.52- Intellectual Property to make language more specific as it pertains to intellectual rights to courses or information developed online.

**Robert Eves:** Robert is still working on the STEM Rural Initiative package, which could help fund programs like rural nursing, women in tech, STEM center, and rural dietetics. Robert reported that SUU Nursing Students continue to score in the 95<sup>th</sup> percentile even though the national licensure exam has increased in difficulty. The FIGS are going to march in the Homecoming Parade.

**Ray Grant:** Craig Childs will be coming to SUU on October 29<sup>th</sup> to present a Convocation. He is the award-winning author of the book, *Finders Keepers: A Tale of Archaeological Plunder and Obsession*.

**Gerry Calvasina:** The School of Business will host the Mountain Plains Management Association conference next week in the Hunter Conference Center. SUU is a founding member of the conference. There will be approximately 50-60 attendees.

**Thom McFarland:** Information will be forthcoming soon about how SUU Employees can purchase a home license for Microsoft Office & Adobe Creative Suite.

**Nichole Wangsgard:** The Association for Supervision & Curriculum Development solicited nominations for current teacher graduates. SUU nominated one of its graduates, Rachel Cannon, and she won the "Teacher of Tomorrow" award. Marian Woodward, the student faculty senator for Education, came up with the idea to host an event that would allow alumni and current education students to network. The meeting will be held in conjunction with homecoming, and will be called "Meet the Future, Celebrate the Past."

**Bailey Bowthorpe:** Students will be particularly busy this week, because it's Homecoming. SUUSA has received good feedback about the master plan for the Student Center. SUUSA is hoping to integrate the plans for the Student Center into the retention portion of the Smart Growth Initiative, as "Connection to Place."

**Grant Corser:** Grant asked the council how many college use the IDEA evaluation forms, and if there is still interest in workshops to teach Faculty how to use IDEA. Johnny Maclean will attend a future Deans Council to discuss training ideas for faculty. Grant met with associate directors of the Faculty Center this morning to talk about how we can teach faculty to incorporate Convocation speakers/information into the classroom and syllabus.

**Patrick Clarke:** The Career Fair and Graduate Fair hosted by University College were a success. There was particularly high attendance at the career fair, and presenters commented about the professionalism of the students that attended.

**Shauna Mendini:** CPVA hosted the Shakespeare Competition over the weekend. The competition brought 3,000 students from 135 different schools to the campus of SUU. Every faculty member in CPVA was involved with the competition, and CPVA students put in over 600 volunteer hours. CPVA received notice from National Association of Schools of Dance that full accreditation, at the membership level, has been awarded to SUU. Anne Gardner, Chair of SUU's Friends of the Braithwaite Fine Arts Gallery, has been recognized by the National Association of Utah Museums as the Outstanding Volunteer for the state of Utah.

**Julie Taylor:** A Canvas shell has been created to make documents available to all full-time Faculty for feedback purposes. There has been lots of faculty feedback about the Academic Calendars and the Flexible Workload Policy.

**Jim McDonald:** The Center for Hispanic Education is pursuing another Impact grant, which would include Paiute Native American Students. If received, the grant would allow the Center to do extended recruiting. The Center has placed interns with student services and the registrar's office.

**Bruce Tebbs:** Bruce reported that the committee gathered to discuss Policy 6.9- Supplemental Overload, has met since the last Deans Council Meeting. The committee has analyzed the policy and identified ways to make what SUU does consistent with other USHE institutions. The next step will be to draft

revision language. Bruce has compiled the one-time budget requests, and they are awaiting review by the Presidents Council.

*Motion for Executive Session. Seconded. **APPROVED.***

*Meeting adjourned at 3:30 pm.*